

Post Details		Last Updated: 01/06/2026	
Faculty/Administrative/Service Department:	Faculty of Health and Medical Sciences (FHMS) / Surrey Sleep Research Centre (SSRC)		
Job Title:	Project & Data Manager		
Job Family & Job Level	Professional Services	Level 4	
Responsible to:	Associate Professor – Translational Sleep & Circadian Physiology		
Responsible for:	n/a		
<u>Job Purpose Statement</u>			
To take responsibility for the project management (planning, preparation, execution, and reporting) of multiple concurrent human research projects being conducted in the Surrey Sleep Research Centre to ensure that they are delivered to high quality, safely, and within timelines and budget. In addition, to take responsibility for the accurate and efficient management of data collected during the lifecycle of these research projects.			
<u>Problem Solving, Accountability and Dimensions of the role</u>			
The post holder will work within established departmental processes and procedures with minimum day-to-day supervision in the organisation and delivery of work objectives. They will have responsibility for the planning, preparation, execution, and reporting of research projects being conducted in the SSRC. This will include, but is not limited to, assisting with preparation of grant applications (e.g., budgets, resource justification); contract development, ethics applications; management of budget, resources, staffing; study scheduling; oversight of staff training; organisation of analysis; project reporting.			
The post holder has responsibility for ensuring that research projects are conducted according to relevant regulatory guidelines and good clinical practice (GCP). There is scope for the post holder to apply judgement and initiative when managing their workload, including any medium-term priorities and when responding to any conflicting demands. They must apply a sound understanding of the staffing, facility and requirements of the research project in order to effectively facilitate the smooth operation of the research. The post holder will be required to regularly liaise with the SSRC team and both internal and external collaborators, as required, including with academics, NHS colleagues, and industrial partners. They must use their excellent communication skills to keep the team for each project updated on the status highlighting any concerns and mitigations.			
The post holder will also be responsible for ensuring that data is managed effectively and efficiently to the appropriate SOPs, laws and guidelines. The data types will include, but not be limited to, demographics, questionnaires, sleep, and daytime function. They will utilise standard existing databases to design and create study specific data management systems. However, they will have the freedom to initiate methods of handling data when presented with new types of data. In these instances, the post holder will proactively decide exactly how the data is managed, based on their judgement, technical expertise and prior experience. The post holder is responsible for deciding and developing new strategies to process and analyse data accurately. The post holder is responsible for producing accurate data in accordance with study timelines and therefore, must be able to react positively to changing demands.			
They are expected to provide advice and solutions to routine day-to-day problems within the specialist area in which they are familiar, such as project scheduling, training and competence of research staff, and conduct of research. Resolution for these issues will usually be found through referring to their previous experience of similar problems or through making reference to and applying departmental policies and procedures. When faced with new issues, the post holder is required to identify the nature of the problem or issue through analysis and to apply reasonable personal initiative and judgement (where past experience does not apply) to identify a suitable and timely resolution. The post holder is expected to refer more complex issues or those outside of the remit of their role to more experienced/senior colleagues including the study Principal Investigator or their line manager for guidance and direction, but in these cases they are expected to have a degree of involvement in finding and implementing resolutions to the case.			
The post holder is expected to take a pro-active approach to review and evaluate work practices/materials in order to identify areas for improvement. This will include writing and assisting in the development and updating of SSRC			

SOPs and Work Instructions to ensure compliance with GCP and governing law.

Background Information/Relationships

The Surrey Sleep Research Centre (SSRC) is a world-renowned research centre at the cutting edge of human sleep and circadian rhythm research. It was founded by Professor Derk-Jan Dijk in 2003 and is home to a forward-thinking team of physiologists, molecular biologists, neuroscientists, psychologists, and engineers.

The Project & Data Manager is responsible ultimately to the Director of the SSRC. Their direct line management is to the Associate Professor – Translational Sleep & Circadian Physiology.

They will liaise, communicate and build relationships with senior colleagues including senior staff in the University of Surrey, pharmaceutical industry, technology industry, regulatory bodies and NHS Trusts. They will be required to attend internal meetings and to represent the SSRC at external meetings including ethical review board meetings and client meetings.

This job purpose reflects the core activities of the post. As the Department/Faculty and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.

Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships		Essential/ Desirable
Degree in Life Sciences or equivalent vocational qualifications plus a number of years' practical experience in a similar or related role(s) Or: Significant vocational experience, demonstrating development through the acquisition of appropriate professional or specialist knowledge		E
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Ability to work independently in relation to routine activities	E	2
Excellent observational skills, accuracy and attention to detail	E	2
Intermediate computer skills, especially in Microsoft Windows environment	E	2
Special Requirements:	Essential/ Desirable	Level 1-3
Experience of working in a clinical research environment	D	n/a
Working knowledge of Good Clinical Practice (GCP)	D	n/a
Experience of programming languages e.g., Python, SAS, R, Matlab	D	n/a
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		2
Teamwork		2
Continuous Improvement		3

Problem Solving and Decision Making Skills	2
Leadership / Management	1
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2

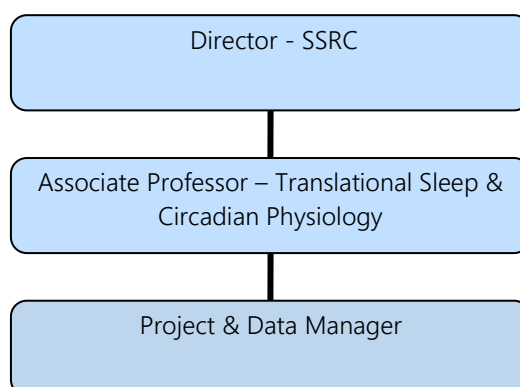
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.
- Excellent environmental performance is a strategic objective for the University of Surrey. All staff are encouraged to work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Key Responsibilities

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum) and should be read in conjunction with the accompanying Job Purpose.

1. Ensure that all members of the research team involved in a study hold a clear understanding of and are in agreement with their responsibilities in the conduct of a study.
2. Maintain working knowledge of, and ensure compliance with, UK law, ICH GCP, applicable regulatory and legal requirements, and Standard Operating Procedures, developing and updating those procedures as required.
3. Assist in the production and/or collation of all documentation for ethical committee submission, regulatory submissions and all study related documentation, in accordance with GCP.
4. Responsible for project management (overview, direction, timelines, output, financial tracking, study scheduling and resource allocation).
5. To oversee, and be responsible for, the quality and integrity of all documents, data and reports generated in the course of a study through overseeing monitoring and quality control procedures to ensure compliance with UK law and appropriate regulatory requirements.
6. Ensure data is managed effectively and efficiently to the appropriate SOP, laws and guidelines
7. Create study specific data management and data validation plans and maintain data management files
8. Design and create study specific data management systems

N.B. The above list is not exhaustive.